

## PRE-MEETING AGENDA

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Casper City Council  
The Lyric, 230 W Yellowstone Hwy  
Tuesday, June 20, 2023 at 5:30 p.m.



	Presentation	Beginning Time	Allotted
1.	Impact Fee Final Report	5:30	15 min
2.	Financials for 1% Community Projects	5:45	5 min
3.	Coffman Avenue Improvements	5:50	5 min
4.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00 p.m.

**\* Reminder \***

**Please silence cell phones during the City Council meeting.**

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

June 6, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Liz Becher, Community Development Director *LB*  
Beth Andress, MPO Supervisor

SUBJECT: Casper Area Impact Fee Study Update

Meeting Type & Date:

Council Pre-Meeting, June 20, 2023.

Action Type:

Information Only

Recommendation:

Council review the recommendations of the study in preparation for the public comment period which will then conclude the project.

Summary:

In November 2022, the Casper Area MPO (through its fiscal agent the City of Casper) entered into a contract with Felsburg, Holt, & Ullevig (FHU) to perform the Casper Area Impact Fee Study. The FHU consultant team has completed the study and is ready to release the draft report for public comment. The Casper Area MPO asked the consultant to give the council an informational presentation regarding the study's findings and recommendations.

Impact fees are a one-time charge on new development intended to defray a city's costs directly related to that development. Many cities and counties around the United States have implemented impact fee programs related to funding of roads, other transportation facilities, parks, open space, public safety facilities, libraries, and other capital investments. Consideration of impact fees surfaced in the *City of Casper Comprehensive Plan* and in the Casper Area Metropolitan Planning Organization (MPO) *Connecting Crossroads Long Range Transportation Plan*.

The Casper Area Metropolitan Planning Organization (MPO) is composed of the City of Casper, the Towns of Bar Nunn and Evansville, the City of Mills, and Natrona County. The MPO along with the member jurisdictions guided by the Long Range Transportation Plan identifies projects and programs they wish to complete each federal year. These programs and projects are presented by the MPO each year in the Unified Planning Work Program (UPWP) which is voted on and approved by representatives from all the MPO member jurisdictions on both the Technical and Policy Committees. The Fiscal Year 2022 UPWP included \$60,000.00 of matched federal funding for the Casper Area Impact Fee Study.

The final Casper Area Impact Fee Study will be presented to the Casper City Council for review and approval in July 2023 following the mandatory public comment period.

Financial Considerations:

Funding for this project comes from the Casper Area MPO, including federal monies and contributions from member agencies.


Oversight/Project Responsibility:

Beth Andress, MPO Supervisor

Attachments:

None

6/12/23

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to the City Manager

SUBJECT: Allocating 1% #17 sales tax special projects funds for use by local non-profits.

Meeting Type & Date:  
Regular Council Meeting & Pre-Meeting  
June 20, 2023

Action type:  
Resolution

Recommendation  
That Council, by resolution, authorize the allocation of one cent funding for community projects for local non-profits from 1% #17.

Summary  
The Resolution before the City Council represents the commitment by the City to allocate 1%#17 funds to non-profit agencies.

Council reviewed applications at the April 25, 2023 work session. Council further reviewed and made changes to the allocations on May 9, 2023. Council then asked for these funds to be officially allocated to the following organizations by resolution.

Organization	Council Final Allocations
12-24 Club	\$95,528.85
Arc of Natrona County	\$28,658.66
Art321	\$66,870.20
Big Brothers Big Sisters	\$66,870.20
Boys & Girls Club	\$0.00
Brain Injury Advocates of Wyoming	\$47,764.43
Casper Baseball Club Crush	\$0.00
Casper Boxing Club	\$42,987.98
Casper Climb Wyoming	\$47,764.43
Casper Community Greenhouse Project	\$0.00

Casper Family Connections	\$47,764.43
Casper Housing Authority CARES	\$47,764.43
Casper Legion Post 2	\$0.00
Casper Skeet Club	\$14,329.33
Casper Soccer Club	\$47,764.43
Casper Softball Association	\$23,882.21
Central Wyoming Counseling Center	\$38,211.54
Central Wyoming Hospice & Transitions	\$95,528.85
Central Wyoming Senior Services--Senior Center	\$143,293.28
Child Development Center NC	\$37,256.25
Community Action Partnership of NC	\$50,152.65
Hope House	\$38,211.54
Iris Clubhouse	\$38,211.54
Mercer FRC and YEC	\$95,528.85
Mike Sedar BMX	\$143,293.28
Safe Ride	\$20,061.06
Salvation Army	\$0.00
Self Help	\$134,695.68
Special Olympics of Wyoming	\$66,870.20
The Science Zone	\$95,528.85
Unaccompanied Students Initiative	\$61,138.47
United Way	\$19,092.40
Wyoming Food for Thought Project	\$85,975.97
Youth Crisis Center	\$269,000.00
Natrona County Library	\$240,000.00
<b>Total allocated</b>	<b>\$2,250,000.00</b>

Once Council approves and executes the resolution, Staff will draft contracts with each entity for the use of the funds. These contracts will then be brought to Council for approval.

#### Financial Considerations

1%#17 will provide \$2,250,000.00 of funding to the various non-profits.

#### Oversight/Project Responsibility

Fleur Tremel, Assistant to the City Manager

#### Attachments

Resolution

## One Cent #17 Community Projects Funding Request

*Type or print clearly, form is available in electronic format  
Please, DO NOT submit any additional documentation unless requested.*

Today's Date:	03/27/23
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### Organization Requesting Funding

Name:	Casper Family Connections				
Address:	500 S. Wolcott Suite 102				
Phone #:	307-233-2200	Fax:		Date Organized:	07/03/05

### Organization Contact Person(s)

Name and Title :	Karlea Coulter, Executive Director	Phone #:	307-233-200
Email:	<a href="mailto:Karlea@cfcwyo.org">Karlea@cfcwyo.org</a>		
Name and Title :		Phone #:	
Email:			

### Organization Board Members (if applicable)

Name :	Jean Davies	Office Held:	President	Term:	
Name :	Kristi Grant	Office Held:	Vice-President	Term:	
Name :	Deb King	Office Held:	Treasurer	Term:	
Name :	Jen Sullivan	Office Held:	Secretary	Term:	
Name :	Katelyn Nation	Office Held:	Board Member	Term:	
Name :	Marcia Neumiller	Office Held:	Board Member	Term:	
Name :	Mike Erickson	Office Held:	Board Member	Term:	
Name :	Justin Edberg	Office Held:	Board Member	Term:	
Name :		Office Held:		Term:	
Name :		Office Held:		Term:	
Name :		Office Held:		Term:	

### Funding History and Amount Requested (if not applicable, list N/A)

Fiscal Year	City	
1%16	N/A	
1%15	N/A	

**Please Attach an Agency Organizational Chart**

## REQUESTED BUDGET DETAIL

<b>Outline in the table below specifically how your request will be used.</b>		
<i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i>		
<b>ITEM</b>	<b>AMOUNT OF FUNDING</b>	<b>% OF TOTAL REQUESTED</b>
<i>EXAMPLE:</i> Director's Salary	\$5,000.00	6%
Supervised Visitation Wages	\$50,000.00	100%
		0%
		0%
		0%
		0%
		0%
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		0%
		0%
TOTAL REQUESTED	\$50,000.00	100%

## PROGRAM SALARY AND BENEFIT INFORMATION

[illegible]



## PROGRAM EXPENDITURE DETAIL

Prior Fiscal Year Operating Budget (Actual)		Current Fiscal Year Operating Budget (Projected)		Next Fiscal Year Operating Budget (Projected)	
Month / Year:	Jul-21	Month / Year:	Jul-22	Month / Year:	Jul-23
to Month / Year:	Jun-22	to Month / Year:	Jun-23	to Month / Year:	Jun-24

Personnel			
<b>Full-Time</b>			
Regular Wages	\$176,480.00	\$170,844.00	\$181,536.00
Overtime Wages	\$0.00	\$0.00	\$0.00
<b>Part-Time</b>			
Regular Wages	\$13,520.00	\$15,600.00	\$13,512.00
Overtime Wages	\$0.00	\$0.00	\$0.00
<b>Employer Contributions</b>			
Taxes	\$19,000.00	\$22,368.00	\$15,590.00
Benefits	\$0.00	\$0.00	\$0.00
<b>Other (please list below)</b>			
<b>Subtotal Personnel</b>	<b>\$209,000.00</b>	<b>\$208,812.00</b>	<b>\$210,638.00</b>

General Administration			
Postage & Freight	\$0.00	\$0.00	\$0.00
Telephone	\$2,400.00	\$3,600.00	\$4,200.00
Printing / Duplication	\$0.00	\$0.00	\$0.00
Publicity, Dues / Subscriptions	\$840.00	\$840.00	\$500.00
Utility Services	\$2,124.00	\$2,124.00	\$7,200.00
Professional Services (Accounting Fees)	\$4,745.00	\$4,745.00	\$2,000.00
Maintenance	\$0.00	\$8,118.50	\$0.00
Agreements/Contract Services			
Travel	\$0.00	\$0.00	\$0.00
Employees	\$0.00	\$0.00	\$0.00
Other (please list below)			
Advertising	\$1,100.00	\$1,100.00	\$0.00
Credit Card Fees	\$636.00	\$600.00	\$900.00
Payroll Software Costs	\$504.00	\$996.00	\$996.00
	\$12,349.00	\$22,123.50	\$15,796.00

## PROGRAM EXPENDITURE DETAIL

<b>Supplies</b>			
Office	\$5,440.00	\$5,440.00	\$5,440.00
Operating	\$0.00	\$0.00	\$0.00
Repairs / Maintenance	\$0.00	\$0.00	\$0.00
Materials/Therapeutic Supplies	\$1,000.00	\$2,499.00	\$1,200.00
Other (please list below)			
<b>Subtotal Supplies</b>	<b>\$6,440.00</b>	<b>\$7,939.00</b>	<b>\$6,640.00</b>

<b>Fixed Charges</b>			
Insurance	\$4,080.00	\$4,080.00	\$4,080.00
Rent/Lease	\$24,000.00	\$24,000.00	\$48,000.00
Other (please list below)			
<b>Subtotal Fixed Charges</b>	<b>\$28,080.00</b>	<b>\$28,080.00</b>	<b>\$52,080.00</b>

<b>Other Expenditures</b>			
Fundraising Expenses	\$0.00	\$0.00	\$20,000.00
Debt Service			
Other (please list below)			
<b>Subtotal Other Expenditures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>

<b>TOTAL FOR ALL EXPENDITURES</b>	<b>\$255,869.00</b>	<b>\$266,954.50</b>	<b>\$305,154.00</b>
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## REVENUE DETAIL

Prior Operating Budget Year Actual Revenue		Current Operating Budget Year Projected Revenue		Next Operating Budget Year Projected Revenue	
Month / Year:	Jul-21	Month / Year:	Jul-22	Month / Year:	Jul-23
to Month / Year:	Jun-22	to Month / Year:	Jun-23	to Month / Year:	Jun-24

<b>Program Fees</b>	\$94,824.00	\$117,900.00	\$112,740.00
<b>United Way</b>	\$10,350.00	\$10,350.00	\$9,000.00
<b>Donations</b>	\$0.00	\$0.00	\$0.00
<b>Grants - State</b>	\$0.00	\$0.00	\$0.00
<b>Grants - Federal</b>	\$0.00	\$0.00	\$0.00
<b>Grants - Private</b>	\$0.00	\$0.00	\$0.00
<b>Interest Income</b>	\$0.00	\$0.00	\$0.00
<b>Other Fundraisers</b>	\$35,000.00	\$35,000.00	\$60,000.00
<b>Foundations</b>	\$145,000.00	\$146,000.00	\$146,000.00
<b>Corporations</b>	\$0.00	\$0.00	\$0.00
<b>County Funding</b>	\$0.00	\$0.00	\$0.00
<b>City Funding 1%</b>	\$0.00	\$0.00	\$0.00
<b>City Funding Community Promotions</b>	\$0.00	\$0.00	\$0.00
<b>City Other</b>	\$0.00	\$0.00	\$0.00
<b>Other</b> (please list below)			
<b>SUMMARY OF REVENUES</b>	<b>\$285,174.00</b>	<b>\$309,250.00</b>	<b>\$327,740.00</b>

## DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.		
Debtor	Amount Owed	Anticipated Pay-off Date
N/A	\$0.00	
<b>TOTAL DEBT</b>	<b>\$0.00</b>	

Capital Outlay			
	Prior Operating Budget Year Actual	Current Operating Budget Year Projected	Next Operating Budget Year Projected
	Month / Year: to Month / Year:	Month / Year: to Month / Year:	Month / Year: to Month / Year:
	Jul-21 Jun-22	Jul-22 Jun-23	Jul-23 Jun-24
Land	\$0.00	\$0.00	\$0.00
Buildings	\$0.00	\$0.00	\$0.00
Machinery & Equipment	\$0.00	\$0.00	\$0.00
Other (List Below)			
Capital Outlay Summary	\$0.00	\$0.00	\$0.00

# REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

Prior Budget Year Actual Values		Current Budget Year Projected Values		Next Budgeted Year Projected Values	
Month / Year:	Jul-21	Month / Year:	Jul-22	Month / Year:	Jul-23
to Month / Year:	Jun-22	to Month / Year:	Jun-23	Month / Year:	Jun-24

1	Revenue (Line 15 Revenue Detail)	\$285,174.00	\$309,250.00	\$327,740.00
2	Expenditure Summary (Total from Expenditure Detail)	\$255,869.00	\$266,954.50	\$305,154.00
3	Capital Outlay Summary (Total from Capital Outlay Detail)	\$0.00	\$0.00	\$0.00
4	Total Expenditures (Line #2 plus line #3 from above)	\$255,869.00	\$266,954.50	\$305,154.00
5	Over/Under Revenues (Subtract line #4 from line#1 above)	\$29,305.00	\$42,295.50	\$22,586.00
Total Reserve Breakdown				
6	Operating Reserves From Prior Year (see below for definition)	\$0.00	\$29,305.00	\$71,600.50
7	Change in Operating Reserve (line #5 from above)	\$29,305.00	\$42,295.50	\$22,586.00
8	New Operating Reserve (line #6 (+ or -) line #7 from above)	\$29,305.00	\$71,600.50	\$94,186.50
9	Capital Reserves From Prior Year (see definition below)	\$0.00	\$0.00	\$0.00
10	Change in Capital Reserve (any additions or uses of capital reserves)	\$0.00	\$0.00	\$0.00
11	New Capital Reserve (line #9 (+ or -) line #10 from above)	\$0.00	\$0.00	\$0.00
TOTAL RESERVES		\$29,305.00	\$71,600.50	\$94,186.50

Please identify the purpose of all reserves being held by your agency:  
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Below are the definitions for Reserves:

\*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

\*\* Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

## One Cent #17 Community Projects Funding Request

*Type or print clearly, form is available in electronic format  
Please, DO NOT submit any additional documentation unless requested.*

				<i>Todays Date:</i>	03/26/23
<b>Organization Requesting Funding</b>					
<i>Name:</i>	Hope House				
<i>Address:</i>	333 N. Lincoln St Casper WY 82601				
	307 247-2500	<i>Fax:</i>		<i>6/1/2017</i>	

<b>Organization Contact Person(s)</b>			
<i>Name and Title :</i>	Vicki Orcutt, Founder and Board Secretary, Admin Volunteer	<i>Phone # :</i>	307 247 2500
<i>Email:</i>	<a href="mailto:wyhopehouse@gmail.com">wyhopehouse@gmail.com</a>		
<i>Name and Title :</i>	Dave Matthews, Director	<i>Phone # :</i>	307 797-3194
<i>Email:</i>	<a href="mailto:dmatthews@wyomission.org">dmatthews@wyomission.org</a>		

<b>Organization Board Members (if applicable)</b>					
<i>Name :</i>	Severn Shores	<i>Office Held:</i>	Chair	<i>Term:</i>	
<i>Name :</i>	Leslie Fritzler	<i>Office Held:</i>	Vice Chair	<i>Term:</i>	
<i>Name :</i>	Stephanie Means	<i>Office Held:</i>	Treasurer	<i>Term:</i>	
<i>Name :</i>	Vicki Orcutt	<i>Office Held:</i>	Secretary	<i>Term:</i>	
<i>Name :</i>	Erin Ford	<i>Office Held:</i>	Board of Directors	<i>Term:</i>	
<i>Name :</i>	Kolby McConnell	<i>Office Held:</i>	Board of Directors	<i>Term:</i>	
<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	
<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	
<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	
<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	
<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	

<b>Funding History and Amount Requested (if not applicable, list N/A)</b>		
<b>Fiscal Year</b>	City	
<i>1%16</i>	N/A	
<i>1%15</i>	N/A	

<b>Please Attach an Agency Organizational Chart</b>
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## REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used. <i>Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.</i>		
ITEM	AMOUNT OF FUNDING	% OF TOTAL REQUESTED
<i>EXAMPLE: Director's Salary</i>	<i>\$5,000.00</i>	<i>6%</i>
start up costs	\$7,500.00	18%
monthly rent or mortgage/year	\$6,000.00	15%
utilities	\$3,600.00	9%
part time director	\$24,000.00	58%
		0%
		0%
		0%
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		0%
		0%
		0%
<b>TOTAL REQUESTED</b>	<b>\$41,100.00</b>	<b>100%</b>

## PROGRAM SALARY AND BENEFIT INFORMATION

Provide salary and benefit information for all paid positions, full-time & part-time, including projected changes.				
Title	Full-Time / Part-Time	Salary	Benefits	Projected Changes
<i>EXAMPLE : Director</i>	<i>Full-Time</i>	<i>\$55,000.00</i>	<i>\$20,000.00</i>	<i>\$2,000.00</i>
Director			\$0.00	
Manager				
	<b>TOTALS</b>	\$0.00	\$0.00	\$0.00



## PROGRAM EXPENDITURE DETAIL

Prior Fiscal Year Operating Budget (Actual)		Current Fiscal Year Operating Budget (Projected)		Next Fiscal Year Operating Budget (Projected)	
Month / Year:	Jul-23	Month / Year:		Month / Year:	
to Month / Year:	Jun-23	to Month / Year:		to Month / Year:	

Personnel			
<b>Full-Time</b>			
Regular Wages			
Overtime Wages			
<b>Part-Time</b>			
Regular Wages	\$17,900.00	indep. Contractor/	
Overtime Wages			
<b>Employer Contributions</b>			
Taxes			
Benefits			
<b>Other (please list below)</b>			
<b>Subtotal Personnel</b>	\$17,900.00	\$0.00	\$0.00

General Administration			
Postage & Freight			
Telephone			
Printing / Duplication			
Publicity, Dues / Subscriptions			
Utility Services	\$9,000.00		
Professional Services	\$8,265.00		
Maintenance Agreements			
Travel			
Employees			
Other (please list below)			
<b>Subtotal General Administration</b>	\$17,265.00	\$0.00	\$0.00

## PROGRAM EXPENDITURE DETAIL

<b>Supplies</b>			
Office	\$85.00		
Operating	\$57.00		
Repairs / Maintenance	\$6,700.00		
Materials	\$1,000.00		
Other (please list below)			
<b>Subtotal Supplies</b>	<b>\$7,842.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Fixed Charges</b>			
Insurance	\$5,000.00	includes D and O	
Rent/Lease	\$9,000.00		
Other (please list below)			
Mortgage			
<b>Subtotal Fixed Charges</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Other Expenditures</b>			
Fundraising Expenses			
Debt Service	\$938.00		
Other (please list below)			
interest exp and dep	\$13,015.00		
bad debt	\$1,600.00		
<b>Subtotal Other Expenditures</b>	<b>\$15,553.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>TOTAL FOR ALL EXPENDITURES</b>	<b>\$72,560.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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## REVENUE DETAIL

<b>Prior</b> Operating Budget Year Actual Revenue		<b>Current</b> Operating Budget Year Projected Revenue		<b>Next</b> Operating Budget Year Projected Revenue	
Month / Year:	Jul-23	Month / Year:	Jan-00	Month / Year:	Jan-00
to Month / Year:	Jun-23	to Month / Year:	Jan-00	to Month / Year:	Jan-00

Program Fees			
United Way			
Donations			
Grants - State			
Grants - Federal			
Grants - Private			
Interest Income			
Other Fundraisers			
Foundations			
Corporations			
County Funding			
City Funding 1%			
City Funding Community Promotions			
City Other			
Other (please list below)			
SUMMARY OF REVENUES	\$0.00	\$0.00	\$0.00

## DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.		
Debtor	Amount Owed	Anticipated Pay-off Date
<b>TOTAL DEBT</b>	<b>\$0.00</b>	

Capital Outlay			
	Prior Operating Budget Year Actual	Current Operating Budget Year Projected	Next Operating Budget Year Projected
	Month / Year: Jul-23 to Month / Year: Jun-23	Month / Year: Jan-00 to Month / Year: Jan-00	Month / Year: Jan-00 to Month / Year: Jan-00
Land			
Buildings			
Machinery & Equipment			
Other (List Below)			
Capital Outlay Summary	\$0.00	\$0.00	\$0.00

# REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

Prior Budget Year Actual Values		Current Budget Year Projected Values		Next Budgeted Year Projected Values	
Month / Year:	Jul-23	Month / Year:	Jan-00	Month / Year:	Jan-00
to Month / Year:	Jun-23	to Month / Year:	Jan-00	to Month / Year:	Jan-00

1	Revenue (Line 15 Revenue Detail)	\$0.00	\$0.00	\$0.00
2	Expenditure Summary (Total from Expenditure Detail)	\$72,560.00	\$0.00	\$0.00
3	Capital Outlay Summary (Total from Capital Outlay Detail)	\$0.00	\$0.00	\$0.00
4	Total Expenditures (Line #2 plus line #3 from above)	\$72,560.00	\$0.00	\$0.00
5	Over/Under Revenues (Subtract line #4 from line#1 above)	(\$72,560.00)	\$0.00	\$0.00
Total Reserve Breakdown				
6	Operating Reserves From Prior Year (see below for definition)	\$0.00	(\$72,560.00)	(\$72,560.00)
7	Change in Operating Reserve (line #5 from above)	(\$72,560.00)	\$0.00	\$0.00
8	New Operating Reserve (line #6 (+ or -) line #7 from above)	(\$72,560.00)	(\$72,560.00)	(\$72,560.00)
9	Capital Reserves From Prior Year (see definition below)	\$0.00	\$0.00	\$0.00
10	Change in Capital Reserve (any additions or uses of capital reserves)	\$0.00	\$0.00	\$0.00
11	New Capital Reserve (line #9 (+ or -) line #10 from above)	\$0.00	\$0.00	\$0.00
TOTAL RESERVES		(\$72,560.00)	(\$72,560.00)	(\$72,560.00)

**Please identify the purpose of all reserves being held by your agency:**  
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

**Below are the definitions for Reserves:**

\*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

\*\* Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

## Detailed Income Statement

	<b>FY23 Proposed Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Revenue</b>	
4120 · State of Wyoming Revenue	7,675,882.50
4120 · State of Wyoming Revenue 988 funds	60,000.00
4130 · Federal Grant Revenue-CCBHC	0.00
4130 · Federal Grant Revenue-SOR	723,430.00
4140 · State of Wyoming - Lifeline	200,000.00
4150 · Natrona County School District	422,400.00
4150 · Uinta County School District	181,876.00
4150 · Big Horn/Park School District	624,156.67
4000 · Revenue - Other	0.00
<b>Total 4000 · Revenue</b>	<b>9,887,745.17</b>
<b>4200 · Service Revenue &amp; Adjustments</b>	
<b>Total 4200 · Service Revenue &amp; Adjustments</b>	<b>1,750,000.00</b>
<b>4600 · Interest Income</b>	
4610 · Interest Income - Cash	0.00
4600 · Interest Income - Other	0.00
<b>Total 4600 · Interest Income</b>	<b>0.00</b>
<b>4700 · Other Income</b>	
4725 · Boarding Fee Revenue	12,000.00
4740 · Miscellaneous Revenue	139,900.00
4700 · Other Income - Other	2,500.00
<b>Total 4700 · Other Income</b>	<b>154,400.00</b>
<b>Total Income</b>	<b>11,792,145.17</b>
<b>Expense</b>	
<b>6000 · Personnel Expenses</b>	
6010 · Salaries & Wages	6,818,495.44
Retention BONUS	133,010.71
6020 · Medical Services	0.00
6025 · Psychiatric Services	782,808.00
6030 · Contract Labor	0.00
6000 · Personnel Expenses - 2% COLA	136,369.91
<b>Total 6000 · Personnel Expenses</b>	<b>7,870,684.06</b>
<b>6100 · Employee Benefits</b>	
<b>Total 6100 · Employee Benefits</b>	<b>2,009,605.30</b>
<b>6200 · Client Care</b>	
6210 · Quality of Life	61,603.50
6220 · Food Expense	252,000.00
6225 · Medical Supplies	14,650.00
6230 · Child Care Services	26,500.00
6250 · Pharmacy	80,000.00
6255 · Medical/Nursing Allocation	126.07

## Detailed Income Statement

	<b>FY23 Proposed Budget</b>
6200 · Client Care - Other	6,000.00
<b>Total 6200 · Client Care</b>	<b>440,879.58</b>
<b>6300 · Contractual Services</b>	
6305 · Telephone	101,680.00
6310 · Bldg/Equip Maintenance	46,500.00
6315 · Advertising	72,400.00
6320 · Sponsorships	3,000.00
6325 · Bank Charges - Cash	5,700.00
6330 · Travel	15,750.00
6335 · Meals	2,730.00
6340 · CARF Accreditation	500.00
6345 · Staff Training & Education	50,050.00
6350 · Employee Recruitment	22,000.00
6355 · Other Contract Services	844,600.00
6360 · Administrative Charges	4,000.00
6365 · Accounting Services	60,000.00
6375 · Legal Services	12,000.00
6380 · Rent Expense	16,212.00
6385 · Utilities	110,000.00
6395 · General Insurance	165,000.00
6405 · Data Breach Insurance	3,000.00
6410 · Promotional/Fundraising	11,500.00
6585 · Housekeeping Service	75,000.00
6300 · Contractual Services - Other	0.00
<b>Total 6300 · Contractual Services</b>	<b>1,621,622.00</b>

## Detailed Income Statement

	<b>FY23 Proposed Budget</b>
<b>6500 · Supplies</b>	
6510 · Diagnostic Supplies	300.00
6530 · Office Supplies	8,090.00
6540 · Program Supplies	12,300.00
6580 · Household Supplies	49,600.00
6590 · Minor Equipment	10,000.00
6500 · Supplies - Other	0.00
<b>Total 6500 · Supplies</b>	<b>80,290.00</b>
<b>6600 · Other Expenses</b>	
6610 · Postage	7,000.00
6615 · Miscellaneous	0.00
6625 · Dues and Memberships	26,750.00
6635 · Furniture/Equip	3,000.00
6640 · License Fees	86,875.00
6650 · Vehicle Expense	6,000.00
6660 · Books/Periodicals/Subscriptions	0.00
6665 · Late Fees	0.00
6600 · Other Expenses - Other	0.00
<b>Total 6600 · Other Expenses</b>	<b>129,625.00</b>
<b>9000 · Depreciation &amp; Amortization</b>	
9010 · Depreciation Expense	500,000.00
9000 · Depreciation & Amortization - Other	0.00
<b>Total 9000 · Depreciation &amp; Amortization</b>	<b>500,000.00</b>
<b>Total Expense</b>	<b>12,652,705.93</b>
<b>Net Ordinary Income</b>	<b>(860,560.76)</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Health Insurance Revenue</b>	
4745 · Employee Contribution - Health	160,000.00
4750 · Health Claims Stop Loss	150,000.00
4765 · Employer Contribution - Health	650,000.00
Health Insurance Revenue - Other	0.00
<b>Total Health Insurance Revenue</b>	<b>960,000.00</b>
4620 · Interest Income - Investment	0.00
4710 · Donations	0.00
4715 · Donations-Restricted	0.00
4755 · Realized Gain/Sale Investment	0.00
4760 · Unrealized Gain/Loss Investment	0.00
<b>Total Other Income</b>	<b>960,000.00</b>
<b>Other Expense</b>	0.00
6150 · Health Insurance Claims Expense	1,000,000.00
6425 · Bank Charges - Investment	60,000.00



## Detailed Income Statement

	FY23 Proposed Budget
6670 · Restricted Disp. of Donations	0.00
Total Other Expense	1,059,382.52
Net Other Income	(99,382.52)
Net Income	(959,943.28)

June 6, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, P.E., Public Services Director *AB*  
Alex Sveda, P.E., City Engineer *AS*  
Mark Harris, P.E., Associate Engineer II

SUBJECT: Authorizing an Agreement with JTL Group, Inc. dba Knife River, in the amount of \$1,972,626.50, and a deduct change order in the amount of \$119,015.00, for a revised contract price of \$1,853,611.50 for the Coffman Avenue Skyridge to W. 25<sup>th</sup> Street, Project No. 19-030.

Meeting Type & Date:  
Regular Council Meeting  
June 20, 2023

Action Type:  
Resolution

Recommendation:

That Council, by resolution, authorize an Agreement with JTL Group, Inc. dba Knife River, for construction of the Coffman Avenue Skyridge to W. 25<sup>th</sup> Street, Project No. 19-030, for the base bid amount of \$1,972,626.50, with a deduct change order in the amount of \$119,015.00, for a revised contract price of \$1,853,611.50. Furthermore, it is recommended that Council authorize a construction contingency account, in the amount of \$92,680.50, for a total project amount of \$1,946,292.00.

Summary:

On May 16, 2023, the City of Casper received two (2) bids for the Coffman Avenue Skyridge to W. 25<sup>th</sup> Street, Project No. 19-030. The bids received are as follows:

Contractor	Location	Base Bid
<b>Knife River Construction</b>	<b>Casper, Wyoming</b>	<b>\$1,972,626.50</b>
<b>Andreen Hunt Construction</b>	<b>Casper, WY</b>	<b>\$2,155,620.00</b>

The project includes concrete curbwalk improvements, the removal and replacement of 810 feet of watermain, 210 feet of sanitary sewer main, 4 sanitary manholes, 104 feet of storm sewer, and asphalt mill & overlay from Skyridge Road to Hanway Avenue. Construction of the improvements is to be substantially completed by June 14, 2024.

Deduct Change Order No. 1 is recommended to reduce the total contract amount closer to available funding. Portions of the concrete curbwalk work and asphalt mill & overlay work were

both eliminated for a savings of \$119,015.00. The total amount of Deduct Change order No. 1 is \$119,015.00.

The original cost estimate for the project was \$1,300,762 as prepared by the City's Engineering Office in September 2022. Due to the rising costs of asphalt as well as water and sewer utility material costs, the disparity between the original cost estimate and the low bid was \$671,864.

Financial Considerations:

Funding for this project will be from the following combination:

1. Optional One Percent #16 Funds for Streets in the amount of \$1,183,250.40
2. Optional One Percent #16 Funds for Water in the amount of \$548,354.35
3. Optional One Percent #16 Funds for Sanitary Sewer in the amount of \$214,687.25

Oversight/Project Responsibility:

Mark Harris, P.E., Associate Engineer II

Attachments:

Resolution

Agreement

Exhibit "A" – Bid Form

Exhibit "B" – Bid Schedule

Exhibit "C" – Revised Bid Schedule

Change Order No.1 Form

STANDARD FORM OF  
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as the "**Owner**," and JTL Group, Inc., dba Knife River, hereinafter referred to as the "**Contractor**."

WHEREAS, the City of Casper wants to to improve the street, utility, and sidewalk along Coffman Avenue between Skyridge and W. 25<sup>th</sup> Street, including replacement of water main between Hyview Drive and Odell Avenue, a sanitary sewer south of Hanway Avenue, and a storm sewer at Skyridge Road; and,

WHEREAS, JTL Group, Inc. dba Knife River is able and willing to provide those services specified as the Coffman Avenue Repairs Skyridge to W. 25<sup>th</sup> Street, Project No. 19-030.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

The Contractor shall perform all the work required by the Contract Documents, and also submit a comprehensive traffic plan when streets or utilities are part of the project, together hereinafter referred to as the "**Work**." No open excavations shall remain overnight.

ARTICLE 2. ENGINEER.

The Project has been designed by the City of Casper, who is hereinafter referred to as the "**Engineer**" and who is to act as the Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to the Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by June 14, 2024, and ready for final payment in accordance with Article 14 of the Standard General Conditions of the Construction Contract hereinafter, "**General Conditions**" and Standard Supplementary Conditions by June 21, 2024. Substantial Completion will be granted once all utilities are installed and in working order, surfacing is replaced and the project site is returned to full normal vehicular and pedestrian traffic. All work shall occur so that a maximum 3 blocks are closed at one time until said blocks are substantially complete. The Contractor shall work continuously on-site, during the construction activities hours specified in these Contract Documents, until the Work is substantially complete.
- 3.2 Liquidated Damages. The Owner and the Contractor recognize that time is of the essence of this Agreement and that the Owner will suffer financial loss if the Work is not substantially completed by the time specified in Section 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also

recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by the Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, the Owner and the Contractor agree that as liquidated damages for delay (but not as a penalty) the Contractor shall pay the Owner One Thousand Dollars (\$1,000.00) for each day that expires after the time specified in Section 3.1 for Substantial Completion. After Substantial Completion, if the Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in Section 3.1 for completion and readiness for final payment or any proper extension thereof granted by the Owner, the Contractor shall pay the Owner Five Hundred Dollars (\$500.00) for each day that expires after the time specified in Section 3.1 for completion and readiness for Final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

#### ARTICLE 4. CONTRACT PRICE.

4.1 The Owner shall pay the Contractor in current funds for performance of the Work in accordance with the Contract Documents, subject to additions and deductions by Change Order, the Contract Price of One Million Eight Hundred Fifty-Three Thousand Six Hundred Eleven and 50/100 Dollars (\$1,972,626.50), subject to additions and deductions by Change Order approved by the Owner. The Contract Price shall be based on materials actually furnished and installed and services actually provided, when the pricing is based on the unit prices contained in the Bid Form, included as Exhibit "A" (pages BF-1 through BF-4, Bid Form) and Itemized Bid Schedule, included as Exhibit "B" (page BS-1, Bid Schedule) and by this reference made a part of this Agreement.

4.2 Change Order No. 1 is being executed concurrently with this Agreement and results in a deduct of \$119,015 from the Contract Price. The revised Contract Price is \$1,853,611.50.

#### ARTICLE 5. PAYMENT PROCEDURES.

The Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

5.1 Progress Payments. The Contractor's Applications for Payment, as recommended by the Engineer, shall be submitted to [accountspayable@casperwy.gov](mailto:accountspayable@casperwy.gov) AND the City engineering staff on or before the 25th day of each month during construction, and the Owner shall mail progress payments in the following month one day after the second monthly meeting of the Casper City Council. Progress payments shall be structured as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Section 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Conditions.

5.1.1 Progress payment(s) will be made in an amount equal to ninety-five percent (95%) of the Work completed. The Owner shall withhold five percent (5%) of the Work

completed as retainage, said retainage to be paid in accordance with the provisions of Section 5.3, Final Payment.

- 5.1.2 Should amounts owed by the Contractor to the City for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the City's general credit policy, those amounts may be deducted from the payment being made by the City to the Contractor pursuant to this Agreement.
- 5.2 The Owner may withhold progress payments if the Contractor fails to submit an updated progress schedule with the application for payment as detailed in Section 6.04 Progress Schedules of the General Conditions.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Section 14.07 of the General Conditions, the Engineer shall recommend payment and present the Contractor's Final Application for Payment to the City. Pursuant to Wyoming State Statutes Section 16-6-116, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

#### ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding Fifty Thousand and 00/100 Dollars (\$50,000.00) will be retained in an account in the name of the Contractor (except when specifically waived in writing by the Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

#### ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce the Owner to enter into this Agreement, the Contractor makes the following representations:

- 7.1 The Contractor has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 The Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the work which were relied upon by the Engineer in the preparation of the Drawings and Specifications and which have been identified in the Standard Supplementary Conditions.

- 7.3 The Contractor has made or caused to be made examinations, investigations, and tests and studies as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by the Contractor for such purposes.
- 7.4 The Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract Documents.
- 7.5 The Contractor has given the Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by the Engineer is acceptable to the Contractor.

#### ARTICLE 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between the Owner and the Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 of 7 to SFA-7 of 7, inclusive).
- 8.2 Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.3 Exhibit "A" - Bid Form (Pages BF-1 of 4 to BF-4 of 4, inclusive).
- 8.4 Exhibit "B" - Bid Schedule (Page BS-1 of 2 to BS-2 of 2, inclusive).
- 8.5 Addenda No. (1,2,3,4).
- 8.6 Performance and Labor and Payment Bonds.
- 8.7 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.8 Standard General Conditions of the Construction Contract (Pages 00700-1 to 00700-42, inclusive).
- 8.9 Standard Supplementary Conditions (Pages SSC-1 to SSC-15, inclusive).
- 8.10 Technical Specifications, consisting of Fifteen (15) sections.
- 8.11 Notice of Award.
- 8.12 Notice to Proceed.
- 8.13 Minutes of the Pre-Bid Conference, if any.

8.14 Contract Drawings, with each sheet bearing the following general title:

**Coffman Avenue Repairs Skyridge to W. 25<sup>th</sup> Street, Project No. 19-030**

8.15 Shop Drawings and other Submittals furnished by the Contractor during performance of the Work and accepted by the Owner.

8.16 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Sections 3.04 and 3.05 of the General Conditions, on or after the effective date of this Agreement.

8.17 Notice of Substantial Completion.

**ARTICLE 9. GOVERNMENTAL CLAIMS ACT**

The Owner does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq. The Owner specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

**ARTICLE 10. MISCELLANEOUS PROVISIONS.**

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year below written.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

*(Signature pages to follow.)*



*Signature page for City of Casper*

APPROVED AS TO FORM:



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ATTEST:

OWNER:  
CITY OF CASPER, WYOMING  
A municipal corporation

---

Fleur Tremel  
City Clerk

---

Bruce Knell  
Mayor

***Signature page for the Contractor***

**WITNESS:**

**CONTRACTOR:**

**JTL Group, Inc. dba Knife River**

**By:**\_\_\_\_\_

**By:**\_\_\_\_\_

**Title:**\_\_\_\_\_

**Title:**\_\_\_\_\_

EXHIBIT "A"  
STANDARD  
BID FORM  
(Approved by City Attorney, 1995)

PROJECT IDENTIFICATION:      City of Casper  
   **COFFMANN AVENUE REPAIRS**  
   **SKYRIDGE TO W. 25<sup>TH</sup> STREET**  
   **Project No. 19-030**

THIS BID SUBMITTED TO:      City of Casper  
   200 North David Street  
   Casper, Wyoming 82601

1.    The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in the Bidding Documents and to complete all Work as specified or indicated in the Bidding Documents for the Contract Price by **June 14, 2024**, and completed and ready for final payment not later than **June 21, 2024**, in accordance with the Bidding Documents.
2.    Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) days after the date of the City's Notice of Award.
3.    Notice that preferences will be granted pursuant to Wyoming Statutes Section 16-6-101, et seq., is hereby acknowledged.
4.    In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:

- A.    Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):

Addendum No. <u>1</u>	Dated <u>5/3/23</u>
Addendum No. <u>2</u>	Dated <u>5/3/23</u>
<u>3</u>	<u>5/12/23</u>
<u>4</u>	Dated <u>5/5/23</u>

- B.    Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary;

- C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the City.
5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$ 1,972,626.50

TOTAL BASE BID, IN WORDS: One Million Nine Hundred Seventy Two Thousand Six Hundred Twenty Six DOLLARS. and Fifty Cents.

6. Bidder agrees that the work for the City will be as provided above.
7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.
8. The following documents are attached to and made a condition of this Bid:
- A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the City.)
  - B. Exhibit "B" - Itemized Bid Schedule.
  - C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.
  - D. Certificate of Good Standing with Active Status and Filing Identification (ID) from the Wyoming Secretary of State.
9. Communications concerning this Bid shall be addressed to:

Address of Bidder: JTH Group, Inc. dba  
Knife River  
PO Box 730  
Casper, WY 82602

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on May 16<sup>th</sup>, 2023.

Bidder is bidding as a Resident (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: \_\_\_\_\_ (seal)  
(Individual's Name)

doing business as: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

A PARTNERSHIP

By: \_\_\_\_\_ (seal)  
(Firm's Name)

\_\_\_\_\_  
(General Partner)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

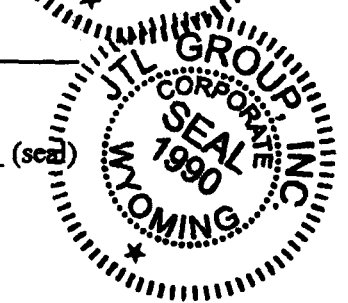
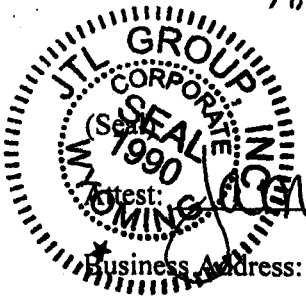
Phone Number: \_\_\_\_\_

A CORPORATION OR LIMITED LIABILITY COMPANY

By: JTL Group, Inc. dba Knife River  
(Corporation's or Limited Liability Company's Name)

Wyoming  
(State of Incorporation or Organization)

By: Mike Haynes  
Mike Haynes VP/GM.  
(Title)



Witness: Donna Collins  
Business Address: JTL Group, Inc. dba Knife River  
PO Box 730  
Casper, WY 82602

Phone Number: (307) 237-9346

A JOINT VENTURE

By: \_\_\_\_\_ (seal)  
(Name)

\_\_\_\_\_  
(Address)

By: \_\_\_\_\_ (seal)  
(Name)

\_\_\_\_\_  
(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

**EXHIBIT "B"**  
**BID SCHEDULE**

**COFFMAN AVENUE REPAIRS SKYRIDGE TO W. 25TH STREET**  
**PROJECT NO. 19-030**

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related bid items.

LS = Lump Sum      R&R = Remove and Replace      LF = Linear Feet      F&I = Furnish and Install  
SY = Square Yard      TON = Tons      CY = Cubic Yard      EA = Each

**Bid Schedule – Base Bid**

Item Code	Item Description	UofM	Quantity	Unit Price	Extension
1	Mobilization and Bonding	LS	1	\$190,000.00	\$190,000.00
2	Temporary Traffic Control	LS	1	\$100,000.00	\$100,000.00
3	Resident Communication Plan	LS	1	\$20,000.00	\$20,000.00
4	Removal of Obstructions	LS	1	\$6,000.00	\$6,000.00
5	F&I Mill and 2" Hot Plant ACP Overlay	SY	14770	\$28.50	\$420,945.00
6	F&I Select Backfill (((4' width + pipe diameter) * 4'2"5 depth) * length)	CY	1000	\$76.00	\$76,000.00
7	Sub-Excavate and Install Foundation Material	CY	150	\$166.75	\$25,012.50
8	R&R ACP (Patching)	TON	210	\$325.30	\$68,313.00
9	R&R 4" ACP Over 8" Base	SY	680	\$130.00	\$88,400.00
10	F&I PCCP Curbwalk, Alley/Driveway Curbcut Approach/CB Apron	SF	13300	\$16.25	\$216,125.00
11	F&I PCCP With ADA Ramp	SF	3380	\$20.50	\$69,290.00
12	F&I ADA Truncated Dome Mats	EA	15	\$475.00	\$7,125.00
13	R&R Valley Pans	SF	900	\$54.50	\$49,050.00
14	F&I 8" PVC Water Main	LF	810	\$269.00	\$217,890.00
15	F&I 6" PVC Water Main	LF	24	\$165.00	\$3,960.00
16	F&I Flow Fill Encasement	CY	10	\$201.50	\$2,015.00
17	F&I 8" Gate Valves	EA	2	\$2,440.00	\$4,880.00

18	F&I 8" PVC Fittings	EA	8	\$765.00	\$6,120.00
19	F&I 6" PVC Fittings	EA	2	\$560.00	\$1,120.00
20	Connect to Existing 6" Mains	EA	2	\$1,765.00	\$3,530.00
21	3/4" or 1" Water Service Reconnection	EA	20	\$1,770.00	\$35,400.00
22	F&I Fire Hydrant Assembly	EA	2	\$14,565.00	\$29,130.00
23	F&I 8" Sanitary Sewer Point Repairs	EA	3	\$10,862.00	\$32,586.00
24	R&R 8" Sanitary Sewer Main	LF	210	\$315.00	\$66,150.00
25	R&R 48" Diameter Sanitary Sewer Manhole	EA	4	\$11,035.00	\$44,140.00
26	R&R Concrete Valve Box Diamond	EA	23	\$900.00	\$20,700.00
27	Adjust Manole Lid & Install 5' x 5' Concrete Diamond w/New Lid	EA	32	\$2,085.00	\$66,720.00
28	R&R 36" Diameter RCP Storm Sewer	LF	104	\$305.00	\$31,720.00
29	F&I Concrete Flared End Section	EA	1	\$2,485.00	\$2,485.00
30	F&I Rip-Rap, d=50=6 inches (6")	CY	10	\$267.00	\$2,670.00
31	Landscaping Repairs	LS	1	\$29,875.00	\$29,875.00
32	Contractor Asphalt Testing	LS	1	\$15,200.00	\$15,200.00
33	Erosion and Sedimentation Control	LS	1	\$17,490.00	\$17,490.00
34	Fill, Regrade, and Landscaping for 1940 Coffman Avenue	LS	1	\$2,585.00	\$2,585.00
				<b>TOTAL BID</b>	<b>\$1,972,626.50</b>

• **BID IN WORDS:**

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This bid submitted by: \_\_\_\_\_  
 (Individual, partnership, corporation, or joint venture name)



**EXHIBIT "C"**  
**REVISED BID SCHEDULE**

**COFFMAN AVENUE REPAIRS SKYRIDGE TO W. 25TH STREET**  
**PROJECT NO. 19-030**

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related bid items.

LS = Lump Sum      R&R = Remove and Replace      LF = Linear Feet      F&I = Furnish and Install  
SY = Square Yard      TON = Tons      CY = Cubic Yard      EA = Each

**Bid Schedule – Base Bid**

Item Code	Item Description	UofM	Quantity	Unit Price	Extension
1	Mobilization and Bonding	LS	1	\$190,000.00	\$190,000.00
2	Temporary Traffic Control	LS	1	\$100,000.00	\$100,000.00
3	Resident Communication Plan	LS	1	\$20,000.00	\$20,000.00
4	Removal of Obstructions	LS	1	\$6,000.00	\$6,000.00
5	F&I Mill and 2" Hot Plant ACP Overlay	SY	12620	\$28.50	\$359,670.00
6	F&I Select Backfill (((4' width + pipe diameter) * 4'2" depth) * length)	CY	1000	\$76.00	\$76,000.00
7	Sub-Excavate and Install Foundation Material	CY	150	\$166.75	\$25,012.50
8	R&R ACP (Patching)	TON	210	\$325.30	\$68,313.00
9	R&R 4" ACP Over 8" Base	SY	680	\$130.00	\$88,400.00
10	F&I PCCP Curbwalk, Alley/Driveway Curbcut Approach/CB Apron	SF	10260	\$16.25	\$166,725.00
11	F&I PCCP With ADA Ramp	SF	3380	\$20.50	\$69,290.00
12	F&I ADA Truncated Dome Mats	EA	15	\$475.00	\$7,125.00
13	R&R Valley Pans	SF	900	\$54.50	\$49,050.00
14	F&I 8" PVC Water Main	LF	810	\$269.00	\$217,890.00
15	F&I 6" PVC Water Main	LF	24	\$165.00	\$3,960.00
16	F&I Flow Fill Encasement	CY	10	\$201.50	\$2,015.00
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25	R&R 48" Diameter Sanitary Sewer Manhole	EA	4	\$11,035.00	\$44,140.00
26	R&R Concrete Valve Box Diamond	EA	23	\$900.00	\$20,700.00
27	Adjust Manole Lid & Install 5' x 5' Concrete Diamond w/New Lid	EA	28	\$2,085.00	\$58,380.00
28	R&R 36" Diameter RCP Storm Sewer	LF	104	\$305.00	\$31,720.00
29	F&I Concrete Flared End Section	EA	1	\$2,485.00	\$2,485.00
30	F&I Rip-Rap, d=50=6 inches (6")	CY	10	\$267.00	\$2,670.00
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32	Contractor Asphalt Testing	LS	1	\$15,200.00	\$15,200.00
33	Erosion and Sedimentation Control	LS	1	\$17,490.00	\$17,490.00
34	Fill, Regrade, and Landscaping for 1940 Coffman Avenue	LS	1	\$2,585.00	\$2,585.00
				<b>TOTAL BID</b>	<b>\$1,853,611.50</b>

• **BID IN WORDS:**

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This bid submitted by: \_\_\_\_\_  
 (Individual, partnership, corporation, or joint venture name)

CITY OF CASPER  
CHANGE ORDER

NO. One (1)

PROJECT: Coffman Avenue Skyridge to W. 25<sup>th</sup> Street  
Project No. 21-072

DATE OF ISSUANCE: June 20, 2023

OWNER: City of Casper, Wyoming

CONTRACTOR: Knife River, Inc.

ENGINEER: City of Casper

You are directed to make the following changes in the Contract Documents:

Description: A revised total quantity for bid item 5, being 12620 (SY). A revised total quantity for bid item 10, being 10260 (SF). A revised total quantity for bid item 27, being 28 (EA).

Attachments: Exhibit "C" Revised Bid Schedule

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ <u>1,972,626.50</u>	Original Contract Time: (days or date) <u>Substantial completion: June 14, 2024</u> <u>Final completion: June 21, 2024</u>
Previous Change Orders No. <u>---</u> to <u>---</u> \$ <u>0.00</u>	Net change from previous Change Orders (days): <u>-- 0 --</u>
Contract Price prior to this Change Order: \$ <u>1,972,626.50</u>	Contract Time Prior to this Change Order: (date) <u>Substantial completion: June 14, 2024</u> <u>Final completion: June 21, 2024</u>
Net Decrease/ <del>Increase</del> of this Change Order: \$ <u>119,015.00</u>	Net Increase/ <del>Decrease</del> of this Change Order: (days) <u>-- 0 --</u>
Contract Price with all approved Change Orders: \$ <u>1,853,611.50</u>	Contract Time with all approved Change Orders:(date) <u>Substantial completion: June 14, 2024</u> <u>Final completion: June 21, 2024</u>

ACCEPTED:

RECOMMENDED:

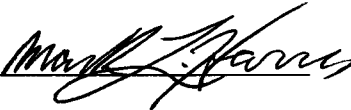
APPROVED:

BY:



Contractor

BY:



Engineer

BY:

\_\_\_\_\_

Owner

RESOLUTION NO. 23-132

A RESOLUTION AUTHORIZING AN AGREEMENT WITH JTL GROUP, INC. DBA KNIFE RIVER, FOR THE COFFMAN AVENUE SKYRIDGE TO W. 25<sup>TH</sup> STREET, PROJECT NO. 19-030

WHEREAS, the City of Casper desires to remove and replace waterline, sanitary sewer line, manholes, and 2 inches of asphaltic pavement along Coffman Avenue from Skyridge to W. 25<sup>th</sup> Street; and,

WHEREAS, JTL Group, Inc. dba Knife River, is able and willing to provide those services, specified as the Coffman Avenue Skyridge to W. 25<sup>th</sup> Street, Project No. 19-030; and,

WHEREAS, it would be in the best interest of the City to expedite changes in the project by allowing the City Manager to sign change orders effecting time extensions of no more than Thirty (30) days, dollar amount changes no greater than Thirty-Five Thousand Dollars (\$35,000) and other project administration related change orders that do not substantially alter the scope of the project.

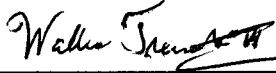
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an Agreement with JTL Group, Inc. dba Knife River, for those services, in the amount of One Million Nine Hundred Seventy-Two Thousand Six Hundred Twenty-Six and 50/100 Dollars (\$1,972,626.50), and Change Order No. 1 for a contract deduction in the amount of One Hundred Nineteen Thousand Fifteen and 00/100 Dollars (\$119,015.00) for a revised contract price of One Million Eight Hundred Fifty-Three Thousand Six Hundred Eleven and 50/100 Dollars (\$1,853,611.50).

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments and contract extensions throughout the project, retaining those amounts prescribed by the Agreement, equal to a total amount not to exceed One Million Eight Hundred Fifty-Three Thousand Six Hundred Eleven and 50/100 Dollars (\$1,853,611.50) and Ninety-Two Thousand Six Hundred Eighty and 50/100 Dollars (\$92,680.50) for a construction contingency account, for a total project amount of One Million Nine Hundred Forty-Six Thousand Two Hundred Ninety-Two and 00/100 Dollars (\$1,946,292.00)

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to sign change orders effecting time extensions of no more than thirty (30) days, changes in the dollar amount of the above-described Agreement not greater than the sum of Thirty-Five Thousand Dollars (\$35,000), and other project administration related change orders that do not substantially alter the scope of the project.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Fleur Tremel  
City Clerk

\_\_\_\_\_  
Bruce Knell  
Mayor

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